

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: PLANNER I <i>2 original positions... (1 Position remaining)</i>	JOB VACANCY POSTING NO.	25-01
EMPLOYMENT STATUS: BRA Development Program Employee (See Definition on Reverse)	POSTING DATE:	04/25/01, Rev 4/4/02, Rev: 9/26/02
DEPT/DIV: PLANNING AND ZONING	EXTERNAL DATE:	05/08/01
	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Under direction of Deputy Director for Planning and the Deputy Director for Zoning, assist in development of various aspects of the planning and zoning process.

Conduct planning, economic development, housing, environmental, siting and zoning analyses. Pay site visits to examine and assess impact of proposed change. Consult with property owners, other public agencies, advisory/community groups and other interested parties to solicit input and concerns; explain planning and zoning issues. Examine plans, drawings and other background information. Review Board of Appeal referrals and make planning recommendations. Consult with supervisor on cases that are controversial or non-routine; present supervisor with recommendation for action with supporting information.

Conduct project review in individual neighborhoods. Establish and maintain effective working relationships with neighborhood and community groups and organizations and public agencies. Meet frequently to discuss current cases, neighborhood issues and concerns, and other items of interest.

Provide technical advice and assistance in the development and preparation of neighborhood rezoning documents to be submitted to the Zoning Commission for approval. Convey and interpret information about current zoning regulations; evaluate impact of proposed changes. Assist with coordination of procedural sequence of events to ready document for Commission presentation.

Prepare written and oral presentations.

Arrange and conduct evening and daytime public meetings. Participate in evening community meetings to provide for public input. Ensure that response to public questions, needs or concerns is prompt and accurate.

Maintain and update current knowledge of planning issues and existing and proposed zoning regulations affecting neighborhoods.

Attend weekly meetings as assigned.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in Planning or related field, plus at least one year of related experience in zoning administration and urban planning. Current knowledge of the Boston Zoning Code, and familiarity with physical aspects and historical traditions of Boston's neighborhoods are an asset. Good public contact and presentation skills are needed.

GRADE: 17

HIRING RANGE: \$38, 038.00-\$45, 700.20

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.Boston.MA.US Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.